



OFFICE OF
**INSPECTOR
GENERAL**
UNITED STATES POSTAL SERVICE

HIGHLIGHTS

December 9, 2013

Monitoring of Government Travel Card Transactions in the Western Area

Report Number DP-MA-14-001

BACKGROUND:

The U. S. Postal Service uses the Government Services Administration SmartPay2® Program to administer the travel card program. Citibank, the Postal Service's travel card provider, issues VISA branded SmartPay2 cards to Postal Service employees for use while on official travel. Employees can use the card for transportation, lodging, and other travel related services when on official business. Postal Service policy states that employees may not use the government travel card for personal business and limits cash advances to \$50 per day of official travel.

Each Postal Service area and district office has a travel card coordinator to help administer the program. The coordinators monitor travel card transactions and identify unauthorized purchases and transactions that could indicate misuse or unusual activity.

There were 2,220 government travel cardholders in the Western Area that used their travel card from April 2012 through March 2013. This included 1,415 cash advances for about \$241,242 and 27,008 purchase transactions totaling about \$5 million. Our objective was to determine whether Postal Service travel card coordinators in the Western Area were effectively monitoring government travel card transactions.

WHAT THE OIG FOUND:

The Western Area travel card coordinators effectively monitored most government travel card transactions. However, travel card coordinators can better monitor cash advances. Specifically, we identified 157 instances totaling more than \$25,000 of inappropriate cash withdrawals for travel advances from April 2012 through March 2013. We referred some of these withdrawals to our office of investigations.

WHAT THE OIG RECOMMENDED:

The Western Area took corrective actions during the course of our review and therefore, this report does not contain any recommendations. Specifically, the Western Area distributed a *Citibank Travel Card Monitoring Standard Operating Procedure* to all travel card coordinators outlining coordinator duties and responsibilities. Additionally, the Postal Service provided Citibank Custom Reporting System training to all Citibank coordinators. The training included new reporting tools to aid travel card coordinators in monitoring cash advance and purchase transactions.

Management reviewed and agreed with this report and they are not required to comment on its contents since there were no recommendations.